

2011

## NEOPA Annual Report 2011-2012

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# Nebraska Educational Office Professionals Association

## 2011-2012 Annual Report



### NEOPA Purpose (From the NEOPA Bylaws):

The purpose of the Nebraska Educational Office Professionals Association shall be to promote the advancement of education by improving the quality of service by educational office personnel to institutions of learning and the profession.

The objectives of the Association shall be to provide professional growth opportunities, to recognize office personnel as members of the educational team, and to elevate the standards of office personnel education.

At the April 28 & 29, 2011 NEOPA Spring Conference, I was installed as your NEOPA President along with my executive board. UNOPA hosted a reception in our honor. This was the start of many rewarding and memorable experiences which I'll recap in this annual report.

I selected the theme, "Shaping the Future," and my logo was the world being held up by hands from across the world. Working in education every one of us helps "Shape the Future" for each student and they in turn help "Shape our Future!"



### *Shaping the Future*

Yes, this year there have been many board meetings, business meetings, conferences to attend and articles to write. However, the best part of this position is giving recognition to well deserving individuals. It was my honor to present to the Lincoln Public Schools Association of Office Professionals (LPSAOP) plaques and paperweights to replace their personal awards that were destroyed in the district fire last May. This was a surprise presentation at one of their LPSAOP monthly meetings. It was wonderful to give them a token to express how much the members of NEOPA care about them. From the many thank you letters received, I know this gesture was much appreciated. Thank you again to the NEOPA members for reaching out to our members at the Lincoln Public Schools District office during a difficult time.

In October, the NEOPA Board traveled to Columbus, NE for a board meeting and attended the fall workshop. Some of the board members could not travel to this meeting and we arranged for a conference call so they could be in attendance. Later that evening was the social, and several of the businesses in Columbus stayed open later in order for some of us to take advantage of doing some shopping. Bargains were found by many of our members. On Friday, October 21, the fall workshop was held at the Central Community College with the theme "Staying Connected in a Changing World." Our keynote speaker, Dr. JoAnne Nauslar, encouraged us to live well with her presentation, "If Your Horse is Dead ... Dismount." This event was hosted by two Central Community College staff. We appreciate everything they did to make this happen.

During our business meeting, we surprised Mary Guest, CEOE, when we presented her with the NEOPA Educational Office Professional of the Year Award. Dr. Roger Breed, who was not able to attend, was also honored as the



Kathy representing Nebraska at the beginning of her presidential year at the 2012 national conference.



## President's Report, continued

NEOPA Administrator of the Year. His nomination was submitted by Denise Fisher, CEOE, NDE Bridge. NEOPA forwarded his nomination to NAEOP for consideration of receiving the NAEOP administrator award. It was my honor to make a surprise presentation to Dr. Breed at a State Board of Education meeting in November. More details can be found in the winter issue of the NEON.

In March, I visited one of the Omaha Educational Office Professionals Association's (OEOPA) board meetings with Kitty Slezak, President. I plan on visiting them again this fall to assist them in building their membership.

In April, I received an invitation to attend a social event sponsored by the Nebraska Department of Education (NDE Bridge, formally NDEOPA) by President Denise Fisher. This Reach Out event was a way to reach out to other associations and take time to relax and get to know each other better. They will be scheduling additional social events in the near future. NDE Bridge has completely revamped their association and are willing to share their experiences from this process. Denise has already made a presentation to the NEOPA Board and further strategic planning will continue for NEOPA this next year.

On April 13, the Wayne Educational Office Professionals Association (WEOPA) hosted our spring conference in Wayne, NE. The NEOPA Board held their meeting the day before and in the evening had a social where we learned how to line dance. Fun times! The theme of the conference was "Getting Your Professional Ducks in a Row." Our keynote speaker and guest was the NAEOP President, Allie Faye Matthews, CEOE. At the general business meeting, NEOPA honored President Matthews with an honorary NEOPA membership. It was a pleasure to meet this very dedicated woman and to hear her personal story of why she does what she does. Thank you, Allie Faye. You are a jewel!

On April 26 and 27, I attended the Kansas Association of Educational Office Professionals (KAEOP) Central Area Professional Development Day, "Head to the Heartland," in Olathe, KS. This was an opportunity to visit with our other Central Area District colleagues from Kansas, Missouri, Iowa and Illinois and to meet other affiliate members from Kansas who hosted this event. I represented Nebraska and reported on association activities to this group.

In July, a few weeks before the National Association of Educational Office Professionals Conference (July 9-13) in Costa Mesa, CA, I received word from NAEOP that Dr. Breed also won the NAEOP Administrator of the Year Award. Denise Fisher was contacted and they hurriedly made travel arrangements in order for Dr. Breed and his wife to attend the award presentation. Denise Fisher was also able to attend and made a special presentation to Dr. Breed on behalf of their local association, Nebraska Department of Education, Bridge (NDE Bridge). I had the honor to present him with a gardening gift certificate from NEOPA. Needless to say, it was an honor to be a part of this recognition in front of our peers from across the United States. It was also the first time I was able to attend the Institute classes and earn education credit. Several of the presenters were extremely good and I was so grateful for the opportunity to attend.

During the NAEOP Conference, there were several NEOPA members and several members from other states who helped with the decorations where over 280 attended the installation dinner and ceremony. A special thanks to Abe Lineberry who assisted us with installing the lights, banner, etc. on the stage draping. Abe, we truly could not have done it without you! Thank you.

Lola Young, CEOE, a NEOPA Past President, was installed as the 2012-2013 NAEOP President at the July NAEOP conference. I was asked by Lola to give the inspiration message at the installation dinner. This was a special honor! Later that evening, Gretchen Walker, CEOE, NAEOP Higher Education Council Chair, and Lisa Morehouse, CEOE, NAEOP Central Area Director, were also installed. Nebraska has the best people and we are so very proud of each one of them!

Writing this report has helped me reflect on all the activities I have been presiding over and/or representing NEOPA. I'm so proud of this Association; I hope you are also! Be sure to let your office associates and your bosses know about NEOPA. Stand up and be proud of your part in "Shaping the Future" for our students, our educational system and NEOPA!

Thank you for the honor of serving as your 2011-2012 President. Kathy Bennetch, CEOE





# 2011-2012 Board of Directors



## PRESIDENT

Kathy Bennetch, CEOE (UNOPA)

Work: 402.472.8738  
Email: [bennetch1@unl.edu](mailto:bennetch1@unl.edu)

## PRESIDENT-ELECT/MEMBERSHIP COMMITTEE DIRECTOR

Joyce Trevett, CEOE (WEOPA)

Work: 402.375.7124  
Email: [jotreve1@wsc.edu](mailto:jotreve1@wsc.edu)

## VICE PRESIDENT/MEETINGS COORDINATING COMMITTEE DIRECTOR

Gretchen Walker, CEOE (UNOPA)

Work: 402.472.0602  
Email: [gwalker1@unl.edu](mailto:gwalker1@unl.edu)

## SECRETARY

Cathy Robertson, CEOE (UNOPA)

Work: 402.472.0456  
Email: [crobertson@huskers.com](mailto:crobertson@huskers.com)

## TREASURER

Deanna McCoy (UNL)

Work: 402.584.3828  
Email: [dmccoy1@unl.edu](mailto:dmccoy1@unl.edu)

## PAST PRESIDENT/FIELD SERVICE COMMITTEE DIRECTOR

Diane Wasser, CEOE (UNOPA)

Work: 402.472.6251  
Email: [dwasser1@unl.edu](mailto:dwasser1@unl.edu)

## AWARDS COMMITTEE DIRECTOR

Mari Greer, CEOE (UNOPA)

Work: 402.472.3554  
Email: [mgreer1@unl.edu](mailto:mgreer1@unl.edu)

## BYLAWS COMMITTEE DIRECTOR

Mary Guest, CEOE (UNOPA)

Work: 402.472.3755  
Email: [mquest2@unl.edu](mailto:mquest2@unl.edu)

## FINANCE COMMITTEE DIRECTOR

Debbie Hendricks, CEOE (UNOPA)

Work: 402.472.9685

## INFORMATION/TECHNOLOGY COMMITTEE DIRECTOR

Debbie Doolittle, CEOE (LPSAOP)

Work: 402.436.1797  
Email: [ddool@lps.org](mailto:ddool@lps.org)

## NAEOP LIAISON COMMITTEE DIRECTOR

Susan Bell, CEOE (LPSAOP)

Work: 402.436.1830  
Email: [sbell@lps.org](mailto:sbell@lps.org)

## NEWSLETTER COMMITTEE DIRECTOR

Carol Bom, CEOE (NDEOPA)

Work: 402.471.4332  
Email: [carol.bom@nebraska.gov](mailto:carol.bom@nebraska.gov)

## NOMINATING COMMITTEE DIRECTOR

Barbara Homer (UNOPA)

Work: 402.472.3677  
Email: [bhomer@mail.unomaha.edu](mailto:bhomer@mail.unomaha.edu)

## PROFESSIONAL STANDARDS COMMITTEE DIRECTOR

Lisa Morehouse, CEOE (LPSAOP)

Work: 402.436.1594  
Email: [lmoreho@lps.org](mailto:lmoreho@lps.org)

## PUBLICITY COMMITTEE DIRECTOR

Nancy Harter, CEOE (LPSAOP)

Work: 402.436.1773  
Email: [nharter@lps.org](mailto:nharter@lps.org)

## SCHOLARSHIP COMMITTEE DIRECTOR

Susie Ahlberg, CEOE (LPSAOP)

Work: 402.436.1027  
Email: [sahlber@lps.org](mailto:sahlber@lps.org)

## WAYS AND MEANS COMMITTEE DIRECTOR

Donna Straight (LPSAOP)

Work: 402.436.1313  
E-mail: [dstraight@lps.org](mailto:dstraight@lps.org)

## Association Websites:

### NEOPA

<http://neopa.unl.edu>

### LPSAOP

<http://lpsaop.lps.org>

### UNOPA

<http://unopa.unl.edu>

### NAEOP

<http://naeop.org>

## 2012 Local Association Presidents

### LPSAOP

Beth Vaughn  
[bvaughn@lps.org](mailto:bvaughn@lps.org)

### NDEOPA

Denise Fisher, CEOE  
[denise.fisher@nebraska.gov](mailto:denise.fisher@nebraska.gov)

### OEOPA

Kitten Slezak  
[kitten.slezak@ops.org](mailto:kitten.slezak@ops.org)

### UNOPA

Cathy Robertson, CEOE  
[crobertson@huskers.com](mailto:crobertson@huskers.com)

### SEOPA

Sarah Whalen  
[swhalen@nppsd.org](mailto:swhalen@nppsd.org)

### WEOPA

Amanda Hank  
[amhank1@wsc.edu](mailto:amhank1@wsc.edu)

## NEOPA Past Presidents

Christine Cary, CEOE  
[cary.christine@gmail.com](mailto:cary.christine@gmail.com)

## UNOPA Past Presidents

Jan Harris  
[gh71530@windstream.net](mailto:gh71530@windstream.net)



# Officer's Reports

## Field Service Committee / Immediate Past President

Diane Wasser, CEOE, Director

I did not receive any request for field service this year, although this made my year easy I would have loved the opportunity to promote membership in NEOPA. I am excited to welcome Joan Wilkins from Columbus to the 2012-2013 Board of Directors and hope that the NEOPA board will support, encourage, and help her to promote the Columbus area.

The Louise Henderson Award was not submitted this year due to reconstruction of the entire award. I will work with Kathy next year to collect all the information from the past five years so that we can submit an award winning application in March 2013. I do encourage Kathy to keep all flyers and information for this next year as we will need them for documentation.

Lastly, I congratulate Joyce on her Presidency, and wish her and her team the best of luck this next year.



NEOPA members line dancing at the networking event in Wayne.

## Membership Committee

Joyce Trevett, CEOE, Director

Members: Suzanne Penn, CEOE  
Carol Bom, CEOE

### Purpose of this committee:

This committee was responsible for the collection and recording of new and returning members of NEOPA.

### Progress to Date:

To date we have 178 members of which there are active (164), associate (4), retired (10) and honorary (14).

There were eight new members this year and pins were mailed out with their membership cards.

New members include:

Karen Mesceji  
Nancy Meyers - recruited by Kathy Janda  
Bridget Bottger  
Beckey Carstens  
Michelle Duktig-Alai  
Diane Hanel  
Cathy Hobza  
Lisa King - recruited by Mary Guest

An honorary membership was bestowed upon Allie Faye Matthews, CEOE, at the Spring conference in Wayne, Nebraska, April 13, 2012.

### Recommendations for future consideration:

The membership form should be offered online as a fillable form. This would allow for more accurate compiling of their membership information.

## NEOPA Secretary

Cathy Robertson, CEOE

I attended and took minutes of the Executive Board meetings of the Association on the following dates:

June 11, 2011  
August 11, 2011  
February 11, 2012  
March 10, 2012  
April 12, 2012  
June 9, 2012

I was unable to attend the Executive Board meeting on October 20, 2011. Debbie Hendricks took minutes of that meeting.

I attended and took minutes of the General Membership meetings of the Association on the following dates:

October 21, 2011  
April 13, 2012

Budget – Income/Expense: None

Committee members: None



NEOPA members participating in a work session in the spring.

When people feel that they have a voice in matters that affect them, they will have a greater commitment to the overall organization and will take greater responsibility for what happens to it.

Seymour Sarasin

# Officer's Reports

From Treasurer Deanna McCoy

## Checking Account

Beginning Balance @ 7/1/2011	\$4,929.13
Receipts (July 1, 2011 - June 30, 2012)	\$8,800.76
Disbursements (July 1, 2011 - June 30, 2012)	\$7,251.29
Balance as of June 30, 2012	<u>\$6,478.60</u>

## Operating Savings

Regular Operating Savings	\$3,370.55	
Professional Membership Scholarships	\$2,550.00	
Beginning Balance @ 7/1/2011		\$5,920.55
Receipts (July 1, 2011 - June 30, 2012)		
Interest (July 1, 2011 - June 30, 2012)		\$4.70
Disbursements (July 1, 2011 - June 30, 2012)		
Balance as of June 30, 2012		<u>\$5,925.25</u>

## Student Scholarship Savings

Beginning Balance @ 7/1/2011	\$1,626.63
Receipts (July 1, 2011 - June 30, 2012)	\$0.00
Interest (July 1, 2011 - June 30, 2012)	\$0.83
Disbursements (July 1, 2011 - June 30, 2012)	\$0.00
Balance as of June 30, 2012	<u>\$1,627.46</u>

## Certificate of Deposit

Beginning Balance @ 7/1/2011	\$6,003.26
Interest (July 1, 2011 - June 30, 2012)	\$32.60
Balance as of June 30, 2012	<u>\$6,035.86</u>

TOTAL OF ALL ACCOUNTS

\$20,067.17



# Officer's Reports

## Vice President/Meetings Coordinator

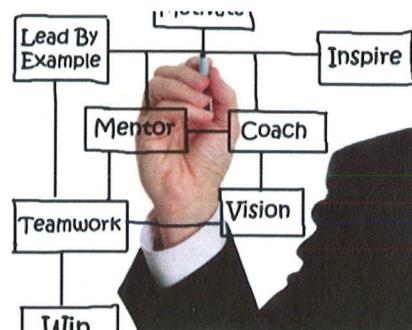
Gretchen Walker, CEOE, Director

The 2011 NEOPA Fall Workshop was held on October 21, 2011 in Columbus, Nebraska with Central Community College hosting. There were 32 NEOPA members present, along with 14 nonmembers. The workshop began on Thursday evening with a networking opportunity, as well as silent and live auctions. The morning session, "If Your Horse is Dead...Dismount," was presented by Dr. JoAnne Nauslar, FNAS-Director Corporate/Community Development. Conference participants had the option to choose three of nine breakout sessions: "InDesign/Desktop Publishing" presented by Wendy Wells, "Solutions for Workplace Aches and Pains" presented by Pam Perault, "Maximize Your Brain Power" presented by Katie Claus, "Personal Accountability" presented by Lisa Kaslon, "Helpful Tidbits Using Excel" presented by Kaye Eicher, "Sharpening Your Photographic Skills" presented by Brett Hampton, "Get Your Tweet On" presented by Andrew Fausett, "Coping with Stress" presented by Bob Lutz, or a tour of a local industry/business. The NEOPA business meeting was held over lunch. During the business meeting, Mary Guest, CEOE, was presented the NEOPA Educational Office Professional of the Year Award, and Roger Breed was presented the NEOPA Administrator of the Year Award. The afternoon session "The Balancing Act" was presented by Caree Cielocha. The workshop wrapped up with "Oh, the Joy!" presented by Mary Maxwell, comedian. The workshop was approved by NAEOP for 7.5 in-service hours. A profit of \$68.65 was made on the Fall workshop.

The 2012 NEOPA Spring Conference was held on April 13, 2012 in Wayne, Nebraska with WEOPA hosting. In attendance were 49 NEOPA members, 1 non-member and 1 guest. The conference began on Thursday evening with a networking opportunity, as well as a silent auction and 50/50 raffle. The conference continued on Friday morning with a session, "Getting Out of Your Own Way," presented by NAEOP President Allie Faye Matthews, CEOE. The business meeting and luncheon followed. Shyanne Marie Thompson from Minden, Nebraska was presented the 2011-2012 NEOPA Student Scholarship and Allie Faye Matthews was presented with an honorary NEOPA membership. Following lunch, conference participants had the option to choose one of three breakout sessions: "It's Like a Roller Coaster Ride: Emotions in the Workplace" presented by Dr. Randa Garden, "Generation Y: Are They Thinkers More Than Doers?" presented by Dr. Gretchen Ronnow, and "Help Shape the Future of Professionalism" presented by Ms. Jason Barelman. The afternoon continued with a session on professional dress for success entitled "The Right Thread" presented by Dr. Patricia Arneson and Ms. Sue Sydow. Joyce Trevett, CEOE, was installed as 2012-2013 NEOPA President. The conference was approved by NAEOP for five in-service hours. A profit of \$896.44 was made on the Spring conference.



**Together, we  
shape the future  
of education for  
the state of  
Nebraska!**





# Director's Reports

## NEOPA Awards Committee

Mari Greer, CEOE, Director

At the Fall workshop, Mary M. Guest, CEOE, from the University of Nebraska-Lincoln received the NEOPA Educational Office Professional of the Year Award. Mary will be our nominee for the Olive T. Ritchie Educational Office Professional of the Year in Costa Mesa this summer.

Dr. Roger Breed, Commissioner of Education, State of Nebraska received the NEOPA Educational Administrator of the Year. Roger will be our nominee for the NAEOP Educational Administrator of the Year in Costa Mesa also this summer.

The drawing for four Professional Growth awards was done during the business meeting at the NEOPA Spring Conference. Names were drawn for the largest scholarship first. The winners are: Rosemary Eastwood: \$100; Sheila King: \$75; Robyn Klipper Fischbein: \$50; and Candy Johnson: \$50. The recipients have until July 31, 2013 to attend a state, central area, or national conference of their choice and be reimbursed up to the amount of their award. Congratulations to these four members!

I received one nomination for the NEOPA Educational Office Professional of the Year award prior to the May 1 deadline. The recipient of this award will be announced at the 2012 Fall Workshop. The nominee is currently working on her submission packet for completion by August 31, 2012.

Mary Guest,  
CEOE  
Employee of  
the Year award  
winner



## NEOPA Bylaws Committee

Mary Guest, CEOE, Director

### Committee Members:

Carol Bom, CEOE, NDE Bridge  
Deb Daehnke, CEOE, WEOPA  
Denise Fisher, CEOE, NDE Bridge  
Peg Johnson, UNOPA  
Dee Oltman, CEOE, LPSAOP  
Jane Rumbaugh, OEOPA  
Deb Ryan, CEOE, LPSAOP  
Joyce Trevett, CEOE, WEOPA

### Expenses:

Stamps	\$104.39
Envelopes	5.84
Roberts Rules of Order , 11 <sup>th</sup> Edition	11.66
Roberts Rules in Brief	7.50
Total	\$129.39

The Bylaws Committee was very active this year. We conducted business mainly by email, with the addition of one conference call and one meeting to count ballots. We addressed all items forwarded to us by the 2010-2011 Bylaws Committee.

Our main work this year dealt with moving NEOPA to electronic voting, as well as looking at the committees with the intention of reducing their number. During our discussions, it became evident to this committee that in order to further reduce the number of committees, NEOPA should undertake a strategic planning process in order to determine if our mission and purpose are still viable and what do we need to keep NEOPA vibrant and moving to the future. This was discussed with the NEOPA board, and it was decided that we would undertake a strategic planning process, examining what we do well, what we need to improve, and what we need to provide our members. Discussion will begin electronically over the 2012 summer with discussion sessions beginning with the 2012 Fall Workshop.

## Summary of Bylaws, Standing Rules, and Duties of Committees revisions:

**November 2011:** In order to vote electronically, revisions to the Bylaws and Standing Rules were necessary. Changes were made to: Article VIII – Elections, Sections 1 and 2; Article X – Amendments, Section 3; Standing Rule #12; and addition of Standing Rule #13. All proposed changes were approved by the membership.

**June 2012:** Bylaws changes were proposed to combine the Awards and Scholarship Committees, delete the Publicity Committee and incorporate their duties with the Secretary and Vice President/Meetings Coordinator, delete NAEOP Liaison and incorporate their duties with the Professional Standards Program Committee. For clarification, changes were proposed to Article X – Amendments, Section 3, and Standing Rules #4 and #10. All proposed changes were approved by the membership.

Following the approval of the items presented for a vote in May, additional changes were required to provide consistency. At the June 9, 2012 NEOPA Board Meeting, changes were required in the Duties of Committees. The board approved the following: Delete Scholarship Committee and combine in Awards and Scholarships Committee; delete Publicity Committee and incorporate duties in Meetings Coordinator and Secretary; delete NAEOP Liaison Committee and incorporate duties in Professional Standards Committee.

To incorporate the new duties for the Secretary this requires a Bylaws change to Article VII – Duties of Officers, Section 4. This will be presented to the membership for a vote in the 2012-2013 year.



# Director's Reports

## Items referred to the 2012-2013 Bylaws Committee:

1. Article IV – Duties of Officers, Section 4 (Secretary duties)
2. “Lifetime” membership classification clarification.
3. Standing Rule #3 – clarify alternate delegate to the Advisory Council to receive funding to attend the NAEOP Annual Conference and requiring them to attend Advisory Council.
4. Further refinement to the electronic voting is required. Survey Monkey does not allow for any formatting – bold, italics, underline – so it is difficult to demonstrate the changes being proposed. Possibly, we should attach a document outlining the proposed changes to the email with the voting link. Options should be explored.

## Finance and Records Committee Debbie Hendricks, CEOE

**Background:** The Finance Director did not receive any notebooks, instructions or guidance for accomplishing their responsibilities in 2011-12. A USB drive designated as historian records was the only item received by the Finance Director. Unfortunately, over half of the documents on that drive were unreadable. Therefore, one of the tasks attempted by the Finance Director was to “build” a notebook with pertinent information from the past, so the Finance Director would know what their assigned responsibilities included. With less than a month left in the NEOPA year, the current NEOPA President provided several documents pertaining to duties and guidelines for the audit committee, along with some past audits and annual reports. This information was extremely helpful in trying to establish a notebook of responsibilities for the Finance Director. In order to understand

their responsibilities, it is important for the Finance Director to know that the NEOPA Finance and Records Committee is actually what used to be three separate committees -- Finance, Audit and Historian.

**Finance Responsibilities:** A proposed 2012-2013 budget was compiled by Debbie Hendricks and Carol Reed, with input from Deanna McCoy. That proposed budget was presented to the Board at the March board meeting. After the recommended changes from the Board were made, the proposed budget was presented to the membership for approval at the Spring Conference in April 2012. The budget was approved. A copy is attached to this report.

**Audit Responsibilities:** There is a chart attached to this report regarding the audit of NEOPA’s financial records. Unless somebody has records that were not provided to this committee, NEOPA has not had an external audit for ten years, and there is no documentation of an internal audit being performed for four of the last ten years. Based on the documentation found, it is apparent that there is a discrepancy on what year the audit director is supposed to be auditing.

There was not an internal or an external audit done in 2011-12, because we were unable to obtain the Treasurer’s records.

**Historian Responsibilities:** At a NEOPA Board meeting in early Fall 2011, we were told to not take materials to the Nebraska State Historical Society, as we could not remove any item once it was submitted to them. This effectively negated the Historian’s responsibilities as they were outlined in the guidelines provided. While it is agreed that digitizing NEOPA’s historical records needs to be done, the number of

digitally unreadable documents provided on the USB drive that were provided to this committee is disconcerting. If the records provided on the USB drive are indeed the only copies of these records, they are essentially gone forever. The 2008-09 Annual Report refers to an inventory list of items that are in the Finance Director’s Books. It is assumed this inventory list no longer exists, since we were not provided with a Director’s Book.

**General Information:** The Finance Committee Duties and Timeline document has been updated, based on the mergers of responsibilities for the Finance, Audit and Historian Committees, but it will need to be used to actually see if it encompasses all it should. The updated Duties and Guidelines have been provided to the NEOPA President. A Finance Director’s notebook has been provided to the 2012-13 Finance Director.

Committee members included Carol Reed, CEOE, LPSAOP, and Deanna McCoy, Treasurer.

The Proposed 2012-2013 budget appears on the following page.



Congratulations!

Dr. Roger Breed  
Commissioner of Education  
NAEOP Educational  
Administrator of the Year!



# Director's Reports

Budget Line	2011-2012 Budget	Actual Receipts	Actual Disburse- ments	Comparison Actual to Budget	2012-2013 Budget
<b>INCOME</b>					
Bank Interest (checking only)	\$10.00	\$2.66		-\$7.34	\$10.00
State Workshop/Conference Fees	\$10,645.00	\$1,874.32		-\$8,770.68	\$10,645.00
Dues (estimate of 150 members)	\$2,250.00	\$2,295.00		\$45.00	\$2,250.00
Ways & Means	\$2,000.00	\$0.00		-\$2,000.00	\$1,000.00
Gen. Fund Support Lola Young/Nat'l	\$1,500.00	\$437.00		-\$1,063.00	
Fund Raising Prof. Development	\$0.00	\$689.00		\$689.00	
Scholarship Savings Account Transfer	\$1,000.00			-\$1,000.00	\$1,000.00
NAEOP Liaison Income (Pins)	\$100.00	\$142.40		\$42.40	\$305.00
NAEOP Liaison Income (Baskets)		\$155.00		\$155.00	
Direct Donations to Lola Young		\$135.00		\$135.00	
Total	<u>\$17,505.00</u>	<u>\$5,730.38</u>		<u>-\$11,774.62</u>	<u>\$15,210.00</u>

## EXPENSE

NAEOP Affiliation	\$50.00		\$42.50	\$7.50	\$50.00
NAEOP Delegate	\$750.00		\$500.00	\$250.00	\$750.00
NAEOP Foundation Donation	\$100.00			\$100.00	\$200.00
NAEOP Liaison	\$100.00		\$731.76	-\$631.76	\$350.00
NAEOP Conference Competitions	\$140.00		\$80.00	\$60.00	\$150.00
NAEOP Professional of the Year	\$200.00		\$0.00	\$200.00	\$200.00
NEOPA Board Retreat	\$200.00			\$200.00	\$200.00
Audit-Outside	\$150.00			\$150.00	\$150.00
Awards Committee	\$500.00		\$200.00	\$300.00	\$550.00
Bank Fees	\$25.00			\$25.00	\$25.00
By-Laws Committee	\$50.00		\$110.23	-\$60.23	\$50.00
Field Service	\$500.00			\$500.00	\$250.00
Finance Committee	\$25.00			\$25.00	
Information Technology	\$250.00			\$250.00	\$210.00
Membership	\$175.00			\$175.00	\$50.00
Nominating Committee	\$100.00		\$193.70	-\$93.70	\$100.00
Officers	\$300.00			\$300.00	\$200.00
P. O. Box Rental (Special Projects)	\$45.00		\$63.91	-\$18.91	\$70.00
PSP Committee	\$250.00		\$71.71	\$178.29	\$115.00
Publicity Committee	\$550.00		\$12.10	\$537.90	\$200.00
Scholarship Expenses/Transfers	\$1,000.00		\$1,000.00	\$0.00	\$1,000.00
Scholarship Committee	\$120.00		\$189.70	-\$69.70	\$140.00
Special Projects Committee	\$25.00			\$25.00	
State Workshop/Conference	\$10,000.00			\$10,000.00	\$10,000.00
The "NEON"	\$300.00		\$12.80	\$287.20	\$100.00
Ways & Means	\$100.00		\$18.49	\$81.51	\$100.00
Lola Young Installation Expense	\$1,500.00			\$1,000.00	
LPS Replacement Awards			\$905.18	-\$905.18	
Total	<u>\$17,505.00</u>		<u>\$4,132.08</u>	<u>\$13,372.92</u>	<u>\$15,210.00</u>



# Director's Reports

## NEOPA Information/Technology Committee

Debbie Doolittle, CEOE, Director

The website has been updated as information was received. I am using Contributor to make changes and save those changes. The website is then updated using FileZilla Client. Sometimes this will work and sometimes it will not.

I took off the Becky Hastings link and the President's message page as the president's message is in the NEON.

Susann Wenzl has become a member of the Information/Technology committee. She has Dreamweaver and is familiar with it.

The website has been updated with Mary Guest as NEOPA's Office Professional of the Year and Dr. Roger Breed as NEOPA's Administrator of the Year. The newsletters have been added as they became available. The various conferences were listed with registration information available. The newly elected officers have been added to the front page.

Some of the pages have me locked out of editing them. Susann is checking to see if she can unlock the pages so they can be edited. The photo pages are the main ones that I am locked out of.

The website was entered to be considered for the NAEOP website award. The entry fee was donated by Debbie Doolittle.

A Web Ad Hoc committee was formed to check into different options as to how to improve the website. The committee's recommendations for improving the website will be used by the new Information/Technology Director. For further information, please see the report of the committee.

## NAEOP Liaison

Susan Bell, CEOE, Director

I began the year by writing articles in the NEON to promote the National Conference in Costa Mesa, CA. I also promoted the NAEOP Institute in Arkansas and the Central Area Conference in Kansas. I attended the board meeting in February and talked to the board about getting new pins this year since Lola Young, CEOE, UNOPA, was going to be installed as the new NAEOP President for the 2012-2013 year. The board voted to purchase new pins and Diane Wasser, CEOE, helped with a design. Three hundred new pins were ordered.

As the conference was getting closer, I started a spread sheet with travel information for those planning to go to the conference so I could keep them updated on who was going and any information about the conference they might need to know. We had one first-timer this year, who also received her PSP certification.

I sent out reminders of our state dress, when we would wear it and that we would be wearing patriotic dress for the flag ceremony this year.

The board voted to pay for the basket out of NEOPA funds this year. I had a few donations and a couple of people to help me select the items for the "basket". Cathy Robertson, CEOE, of UNOPA donated a Husker backpack and some tee-shirts, so we decided our "basket" this year would be the backpack. Attached to this report is a list of the items that were included in the Nebraska "basket".

I also pre-ordered corsages for Lola Young, incoming National President, Gretchen Walker, incoming Higher Education Council Chairman, and Lisa Morehouse, Central Area

Director. Since the Administrator of the year was chosen from Nebraska, I ordered a boutonniere for him.

This year, I chose to have our state photo taken when we were in patriotic dress on Tuesday. A sitting fee of \$15 for the state group photo was new this year.

I gave everyone from Nebraska an invitation to the "toast" for the PSP recipient after the PSP Banquet on Wednesday night. Before every business meeting, a committee member reserved seats for all of the Nebraska members. My committee members were:

Diane Wasser, Nebraska pins  
Gloria Morehead, Nebraska Basket  
Susie Ahlberg, Nebraska Basket  
Amy Chandler, Conference aide

## Expenses:

New conference pins	\$521.34
Corsages and Boutonniere	\$78.66
Items for the Nebraska Basket	\$216.59
Sitting fee for the Nebraska picture	\$15.00
Drinks, cups, for the "toast" after the PSP banquet	(donated)
<b>Total</b>	<b>\$831.59</b>

## Items for the Nebraska Basket:

Back pack  
Soccer T shirt  
Nebraska T shirt  
Book about North Platte NE and book light  
Ladies watch  
\$25 gift card JC Penneys  
\$25 gift card Barnes and Noble  
\$25 gift card Starbucks  
\$25 gift card Bath and Body Works  
"From Nebraska" bag  
Soy nuts from Henderson, NE  
Baker's chocolate, Greenwood, NE  
Refrigerator note pad  
3 post cards  
5 KoolAid packets



# Director's Reports

## Newsletter committee

Carol Bom, CEOE, Editor

I was pleased to serve as NEOPA's NEON editor this year. Committee members included Deb Daehnke, CEOE, WEOPA; Jane Rumbaugh, OEOPA; Deb Ryan, CEOE, LPSAOP, and Susann Wenzl, NDE Bridge.

Our goals included the following:

- Produce a newsletter that is a useful tool for our members.
- Utilize at least one member from each local association to be on committee.
- Keep the information in the newsletter timely for our members. This includes keeping deadlines and to produce the newsletter on schedule.
- Work with the NEOPA website editor to share the information in a timely manner.
- Increase positive communication to our members.

I shared deadlines with the NEOPA board and with local association Presidents. I received contributing articles by many of our local associations, along with photos, which I included in the various issues.

I designed each issue around some aspect of the NEOPA President's theme of "Shaping the Future" and included many ideas and thoughtful suggestions for our members as to their potential growth and the growth of NEOPA.

I used a form from Baudville, an awards recognition company, as a sample for NEOPA board members to fill out and return to me for use in sharing some information about the board in the NEON. I took photos of the board members at our meetings for posting on the web and in the newsletter. I relied on members for photos of the fall workshop.

Our fall issue of the NEON was sent to members the week of September 21, 2011. The winter issue was distributed to members in late December 2011. Our spring issue was distributed to members the week of March 12, 2012.

The winter issue of the NEON was submitted to NAEOP for the Rachel Maynard Award for Excellence in Communication Newsletter/Magazine contest. It was mailed on March 12 in time for the March 15 deadline. All guidelines were followed as set forth by NAEOP.

We mailed issues only to those members who did not have an email address. This has been a great cost savings to NEOPA. We used to spend hundreds of dollars in printing and distributing the NEON to our members each year.

As part of my duties, I will help the NEOPA President format and prepare the NEOPA Annual Report.

Thanks to my committee members for their editing and article suggestions. Thanks also, to our local affiliate Presidents and members for sending articles and photos for inclusion in this newsletter.

## Recommendations include:

Send the NEON to NAEOP for posting on the newsletter link on the NAEOP website. The link is:

<http://www.nacop.org/newsletters.htm>

The document may be forwarded to Angela Meyer ([angela@naeop.org](mailto:angela@naeop.org)) or Jennifer Jackson ([affiliates@naeop.org](mailto:affiliates@naeop.org))

## Nominating Committee

Barbara Homer

Members: Joan Wilkins (Columbus) and Diane Wasser, CEOE, Immediate Past President

Budget Expenses:  
There were none.

On December 12, 2011, an article was published in the NEON seeking members to run for an office on the Executive Board for the 2012-2013 membership year. Also, I was looking for another member to serve on my committee.

In early January, 2012, I emailed Joyce Trevett, President-elect requesting the current membership list.

All communication to my committee members was either done by email or by telephone.

In February, 2012, I sent the membership list to the committee members indicating which members to contact. The committee contacted their respective members and unfortunately, didn't receive much response. At the time one member did indicate an interest to run as President-elect if there was no one else. A few members indicated an interest in serving on a committee and have forwarded those names to President-elect, Joyce Trevett.

According to NEOPA's Bylaws, Article VIII, Section I: the Nominating Committee shall present a slate to the Executive Board after the candidates have signified their willingness to run for office and have declared eligible by the Membership Committee. The ballots shall be mailed to each Active and Active Retired member of the organization thirty days before the Annual Meeting. Write-in nominations are accepted with the candidate's consent. The voting process shall be officially



# Director's Reports

## Nominating report, continued

closed by the fifteenth day prior to the Annual Meeting and all ballots shall be returned to the Director of the Nominating Committee on or before the date. A list of the persons elected shall be sent to all candidates prior to the installment of officers.

On March 2, 2012, I sent a slate of candidates for 2012-13 to the Executive Board for their final approval. At that time, we were not able to secure a nominee for Vice President. The nominees were: President-elect, Gretchen Walker, CEOE, and Secretary, Cathy Robertson, CEOE. Deanna McCoy will continue to serve as Treasurer, her second year of a two-year term. Approval of the candidates was given by the Executive Board.

On March 6, 2012, the ballot was electronically sent out by Survey Monday to all Active and Active Retired members who had email addresses. Three members did not have an email address and were mailed a paper ballot. Members were able to vote until March 28. The committee would like to give a special thank you to Mary Guest for putting the ballot on Survey Monkey. We received 83 responses for President-elect and Secretary for a 54% return. For the Vice President vacancy, five responses were received with ten write-in nominations. Unfortunately, all write-ins become Null and Void after contacting each candidate and none gave their approval to put their name on the ballot.

The elected officers for 2012-13 are:

President-elect: Gretchen Walker, CEOE (UNOPA)

Secretary: Cathy Robertson, CEOE (UNOPA)

Vice-President: TBA

At the April 13, 2012 Executive Board meeting, I made a motion to destroy all ballots. Motion passed.

I am pleased to report that in May Denise Fischer, CEOE (NDE Bridge) has been appointed by President Bennetch and approved by the NEOPA Board to serve as our Vice President for 2012-13. President-elect, Joyce Trevett, CEOE, assisted President Bennetch with this appointment selection.

I want to thank my committee members, Joan and Diane, for serving on my committee. Thank you, Kathy, for asking me to serve as your Nominating Director. It was a wonderful experience and I really enjoyed serving under your leadership.

## Professional Standards Program (PSP)

Lisa Morehouse, CEOE, Director

This year NEOPA had four members attain PSP certification and 37 recertified their current certificates. The names are listed at the end of this report.

Letters were sent to NEOPA members who earned their PSP in 2007-2008 reminding them of the need to recertify in order for NAEOP to consider their certification "current."

The 2011-12 PSP recipients were not recognized at the 2012 NEOPA Spring Conference as is custom. To rectify this oversight, the recognition will be done at the 2012 NEOPA Fall Workshop. In addition, any new recipients that certify for the September 2012 deadline will also be recognized. We continue to present each recipient with a clear acrylic paperweight. Each paperweight, in the shape of Nebraska, is engraved with NEOPA, the PSP level earned, the date and the recipient's name. This has been a custom since approximately 2003.

During the past year, NEOPA members received assistance in completing the PSP paperwork and local affiliates and individuals were encouraged to pursue PSP certification.

I'd also like to acknowledge our appreciation for Jeanne Andelt, who continues to maintain the NEOPA PSP master database.



Allie Faye Matthews receiving her honorary NEOPA membership.



Joyce Trevett with her supervisor at her installation ceremony.



Our student scholarship winner, Shyanne, with Susie Ahlberg, director, at the April conference in Wayne.

# Director's Reports

## Congratulations to our NEOPA Members who completed their PSP or recertified through May 15, 2012:

### NEOPA Members completing PSP Certification are:

#### **September 15, 2011**

Brenda Dirks Advanced IIII, CEOE, Option I

#### **January 15, 2012**

Janice Nitz Bachelor Degree, Option II

#### **May 15, 2012**

Dena Hare Associate Professional, Option I

Deborah Rosenau Bachelor Degree, Option II

### NEOPA Members completing PSP Recertification are:

Margaret L. Aldridge, CEOE	Advanced III, Option I
Jeanne Lee Allison Andelt	Advanced III, Option I
Theresa Baustert, CEOE	Advanced III, Option II
Kathy Bennetch, CEOE	Advanced III, Option I
Lynette Berry	Advanced III, Option I
Laura B. Biehl, CEOE	Advanced III, Option I
Jeanie Buhrman, CEOE	Advanced III, Option I
Jane A. Cutshall	Advanced I, Option I
Roxanne Dahlin	Basic, Option I
Debbie Doolittle, CEOE	Advanced III, Option I
Lanette Dunn, CEOE	Advanced III, Option I
Linda S. Hansel, CEOE	Master Degree, Option II
Connie L. Hawkins	Basic, Option I
Debra J. Hendricks	Bachelor Degree, Option II
Roxane L. Hiatt, CEOE	Advanced III, Option I
Sharon K. Hitzeman, CEOE	Advanced III, Option I
Kathy Janda, CEOE	Advanced III, Option I
Candice L. Johnson, CEOE	Advanced III, Option I
Janelle Kepler, CEOE	Advanced III, Option I
Sheila L. King, CEOE	Advanced III, Option I
Tricia Liedle, CEOE	Advanced III, Option I
Sandra (Sandy) Lineberry	Associate Professional, Option I
Lorraine Moon, CEOE	Master Degree, Option II
Lisa J. Morehouse, CEOE	Bachelor Degree, Option II
Phyllis Rabe, CEOE	Bachelor Degree, Option II
C. Jane Rumbaugh, CEOE	Advanced III, Option I
Deborah A. Ryan, CEOE	Advanced III, Option I
Sharon Steck	Advanced II, Option I
Aleta K. Stone, CEOE	Advanced III, Option I
Rhonda J. Thies, CEOE	Advanced III, Option I
Cynthia J. Tyrrel	Basic, Option I
Doreen Wagenaar, CEOE	Bachelor Degree, Option II
Janet Ann Wassenberg Usher, CEOE	Bachelor Degree, Option II
Diane Wasser, CEOE	Advanced III, Option I
Rose Wiechert	Advanced I, Option I
Debbie Wilson, CEOE	Advanced III, Option I
Lola J. Young, CEOE	Advanced III, Option I



# Director's Reports

## NEOPA Publicity Committee

Nancy Harter, CEOE, Director

I attended the transition meeting between the 2010-2011 and 2011-2012 boards in June, 2011. I did not receive any materials pertaining to my position until September 2011. It was at the transition meeting that I was informed that NEOPA wanted a new membership/recruiting brochure and that this would be my responsibility.

### Brochure

In August, I started making contacts about creating and printing a new brochure. I started with Chris Cary, who was president when the last brochure was created. She informed me of the previous brochures' process and recommended others to help create a new one.

In November, Carol Bom recommended to me NDE Bridge member Susann Wenzl, who had computer and publishing experience. Carol, Susann and I met on a Saturday morning to hash out what the brochure should and should not include. We looked at a number of other states' brochures. It was decided with the pending holiday season, we would regroup in mid-to late January to review the work Susann was going to have done. By mid January, Susann was having a lot of trouble with her home computer she had been working on. She wanted to try and retrieve the work she had done instead of starting over. After a couple more weeks, she had access to what she had done and she planned to complete more work on it before sending it to me for the February 11 board meeting. However, I didn't have a mock up for the meeting because Susann was ill. Because of her close working proximity to Carol Bom, she had Carol read and edit the brochure a few times.

I did have it in time to print out some color copies for the March 10 board meeting. Those in attendance read it over and made recommendations on changes. Overall, people really liked the design and content of the brochure. I emailed the changes to Susann to make. She then sent to me an updated brochure, which I sent out to the board via email. More recommendations came back and Susann made changes with another edited copy sent to me. This one only had a couple questionable phrases which were cleaned up after review by the board. The last official action for the brochure was to create a gmail.com account for people to use and ask questions on. NEOPA did not have an official email address for inquiries. I created one, [NEOPAINfo@gmail.com](mailto:NEOPAINfo@gmail.com). I emailed the log in information to Kathy Bennetch.

I worked with Kathy Bennetch on getting the brochure printed by the university, who had the lowest printing cost when we investigated those in August. The Spring Conference was rapidly approaching by this time, so 400 copies were ordered. Post-conference, the remaining brochures were returned to me.

### Fall Workshop Promotion

Due to the timing of the Fall Workshop and my position at Lincoln Public Schools being it's busiest in September and October, I was not able to attend the workshop in Columbus. I did keep in contact with Karen Mroczek and Karin Rieger from Central Community College on what they were doing and having printed in the local paper.

In late August, I emailed approximately 87 administrators and office professionals of Nebraska's 14 ESUs. I used Google to locate the staff of Nebraska ESU's and their

email addresses. I looked at staff listings to decide who to send the email which included an introductory message, registration form, workshop itinerary and social event information. Only one email was returned to me. I didn't receive any responses to my email.

The Fall Workshop information and agenda, registration form and social activity info was placed in LPSAOP's 'The Chronicle' for late September distribution to approximately 250 people.

Finally, I emailed information and an invitation to MAEOP's (Missouri) board of directors (nine) and asked them to share info with their membership. These went out at the end of August.

### Cards Sent

In September I learned that it was my responsibility to communicate with NEOPA members that were ill, had surgery, a hospital stay or had a death in their family. I sent approximately ten cards throughout the year.

### Expenditures

I purchased ten cards at Dollar Tree; a combination of get well and sympathy for a total of \$10.70. I purchased a sheet of 18 forever stamps at \$.44 each; \$7.92. My total expenditures were \$18.62.

### Committee Members

Susann Wenzl (NDE Bridge) was the one that expended the most time and energy in creating the brochure. I would like her to be recognized as a committee member for Publicity. Carol Bom (NDE Bridge) assisted with the brochure development.

This is the final year the Publicity Committee will stand on its own. Next year it will be combined with the Vice President position.



# Director's Reports

## NEOPA Scholarship Final Report

Susie Ahlberg, CEOE, Director

The NEOPA Scholarship Student Guidelines and Application form was updated to the current year information and was sent to Debbie Doolittle, Information/Technology Director, to be posted on the NEOPA web site. This information was also sent to Maggie Nelson, Scholarship Specialist, Education-Quest Foundation to be posted on their website. The form was designed so it could be typed online and printed.

In September, the NEOPA Student Scholarship letters along with the Student Scholarship Guidelines and application form were sent to 120 Nebraska Schools' Guidance Counselors and just the NEOPA scholarship letter was mailed to 111 Nebraska Schools' Business Education Department Chairs.

This year there were 45 applicants submitted for the NEOPA student scholarship by the January 15 deadline. After the initial review, 16 applications were disqualified because not all required information was submitted. The remaining 29 qualified applications were judged.

Due to the large number of applications to be judged, the committee decided to perform this duty. Judging took place the end of January. Our winning candidate received high scores from all three judges. It was suggested, in the future, the committee should find judges outside their committee to offer a more diverse judging environment for application selection. This information was not clearly stated in the Guidelines for the Scholarship Committee and the Guidelines were revised to include this information.

In February, the congratulations letter was sent to our winner along with the

Marion T. Wood Student Scholarship application form. A follow-up email with this scholarship attached was also sent to our winner. Thank you letters were sent to all the qualified applicants who were not selected for this year's scholarship.

The 2012-2011 NEOPA Scholarship winner was **Shyanne Marie Thompson** from Minden. She will graduate from Minden High School in May 2012 and has chosen to attend Southeast Community College, Lincoln with plans to transfer credits to the University of Nebraska-Lincoln. She was highly praised by her school counselor and business instructor as well as strongly recommended for our scholarship by her employer. Shyanne also completed the Marion T. Wood Student Scholarship application and it was sent to NAEOP the first of March as NEOPA's representative. Shyanne and her sister were able to attend the NEOPA Spring meeting/ luncheon where Shyanne was presented with a certificate. She also gave a short speech and thanked NEOPA members for their support. Our alternate was Mackenzie Grace Nelsen from Minden High School.

The committee met three times: 9/21/11 to stuff letters; 1/19/12 to hand out scholarship packets and go over judging rules; and 2/6/12 to review the scoring results of the applicants. I would like to extend a special thank you to my committee for all their hard work: Phyllis Rabe, CEOE, LPSAOP, and Kathy Schroeder, LPSAOP.

### Budget Expenses:

8/29/11	\$500.00
(1 <sup>st</sup> half scholarship)	
9/23/11	\$141.70
(paper/ envelopes/labels/postage)	
3/10/11	\$48.00
(envelopes/ink/postage)	
3/10/12	\$20.00
(NAEOP scholarship application fee)	
Total:	\$609.70

### Recommendations:

- It was also suggested to select committee members from other affiliate organizations to have a more diverse committee.
- It was suggested that the EducationQuest Foundation's web address be included in the NEOPA Scholarship letter instead of NEOPA's web address to reach a broader student base.

### Ways & Means Committee

Donna Straight, CEOE, Director

In the fall of 2011, open houses were held in Wayne and Lincoln for NEOPA members to purchase Premier Designs Jewelry. Money collected from those open houses, the auction at the fall workshop, and the raffle of baskets and the sale of raffle tickets for 50/50, we raised a total of \$1064.00.

Special thanks to Cathy Robertson and Peg Aldridge for ALL their work on the jewelry fund raiser and for Carol Reed and Phyllis Rabe for their work with the 50/50 and the baskets!

This spring the OEOPA had an open house and added \$62.00 to the ways and means monies. Thanks, OEOPA members! At the NEOPA spring conference we again had 50/50 raffle tickets where we raised an additional \$116.00. Thanks again to Carol Reed and Phyllis Rabe for their work with this!

This made a total of \$1223.51 (with \$18.49 for expenses) that the ways and means raised this 2011-2012 year.

Committee members:

Carol Reed, CEOE, LPSAOP  
Phyllis Rabe, CEOE, LPSAOP  
Cathy Robertson, CEOE, UNOPA  
Peg Aldridge, CEOE, LPSAOP



# Ad Hoc Committee Reports

## Digital Commons Annual Report

Kathy Bennetch, CEOE

Following are excerpts from NEOPA board meetings showing the progression of this ad hoc committee.

*From NEOPA Board Minutes 10-20-11*

### **Officer Notebooks since 2009 –**

A few years ago Peg Aldridge spear-headed a project to organize NEOPA's historical records at the Nebraska State Historical Society. Items we give to the Historical Society become their property. Since 2009 we have not taken items to the Historical Society and now we need to determine what we want to use for long-term storage. Debbie Hendricks agreed to research further what we want to use for long-term storage. USB flash drives are nice, but they sometimes quit working. A stand-alone hard drive is another option. Kathy will be seeking members to assist Debbie with this project.

*Board Meeting Minutes 2-11-2012*

### **NEW BUSINESS:**

#### **Digital Commons:**

Kathy Bennetch expressed a concern that flash drives don't always work. She suggested a small committee to work on archiving records one year at a time. We can use the UNL Library system at no charge. The UNL system is rated second in the nation for digital records. NEOPA records through 2009 are at the Nebraska State Historical Society.

Concerns expressed were looking at any other alternatives and having membership lists public.

Kathy Bennetch would like to establish an ad-hoc committee.

*NEOPA Board Meeting Minutes 3-20-12*

### **NEW BUSINESS**

#### **Digital Commons:**

Two items were distributed: Guidelines for Historian and UNOPA Digital Commons guidelines. Kathy Bennetch explained what Digital Commons is and how it could be used. UNOPA is starting to place their archive materials on the UNL Digital Commons. It is run by UNL Libraries, is free and can be seen by anyone on the UNL Libraries website. UNL ranks second in the nation in their digital storage.

The question of future cost was raised. Kathy Bennetch said that question was raised and UNL couldn't answer that question. At this time it is free.

For UNOPA - Once hard copies are scanned, the scanned files are stored on the Digital Commons and backed up on an external hard drive. There are two electronic locations. The hard copies can then be eliminated. In the future, we can send the electronic version of the items we want to save instead of the need to actually scan.

The question was raised as to what our back-up will be. Do we have a couple of years of hard copies, use a flash drive, etc? What is the long-term storage of our records? Digital Commons would be our long-term storage. It would make sense to have a notebook to pass on, a flash drive for the current year to be uploaded to an external hard drive, and then the external drive saved on Digital Commons. The ultimate goal is that there are two places for the information to be stored – on digital commons and on the external hard drive.

Kathy Bennetch asked if using Digital Commons is something NEOPA wants to pursue. The consensus was yes for Kathy to move forward. The Board would need to determine who has access to add/change the information on the Digital Commons. Also, they would need to approve the purchase of the external hard drive.

*NEOPA Board Meeting Minutes June 9 2012*

### **Unfinished Business**

#### **Digital Commons – Kathy Bennetch**

Kathy asked where we are with this project. The consensus from the March 10, 2012 Board meeting was to move forward.

***Motion: Lisa Morehouse moved to approve purchase of a hard drive. Barbara Homer seconded the motion. The motion passed.***

Kathy will head up an Ad Hoc committee. Anyone interested should contact Kathy.

As you can see we had considerable discussion about whether to use the UNL Library Digital Commons as a place to store our historical records. Now that this ad hoc committee has been approved by the NEOPA Board, I will start working with the NEOPA Digital Commons committee members to develop guidelines of what should be archived, and then develop a timeline to start the process. This is an important task that will help keep our NEOPA historical records safe and secure.

# Ad Hoc Committee Reports

## Website Ad Hoc Committee

Carol Bom, CEOE, Director

The task of this ad hoc committee was to study the NEOPA website and to form recommendations to the NEOPA Board of Directors regarding updating the NEOPA website. We would like the NEOPA website to be a useful tool for our members, as well as a recruiting tool for those who want more information about NEOPA.

Our committee reviewed various websites of our peers around the country. We critiqued various webhosting sites. We polled our NEOPA members to see what they would like to see in an updated website.

In February of 2012, we sent a Survey Monkey questionnaire regarding the website. We received 23 responses from our members. Most of the responses dealt with the need to update our website. Our local associations are interested in having a page linked to our NEOPA website with information about their activities. Members are also interested in a "members only" page.

NEOPA Website Survey questions included:

1. Do you, or have you, used the NEOPA website? Yes No
2. What do you or what would you look up the most?
  - Calendar of events
  - Contact information for officers and directors
  - Forms/logos
  - Links to other associations
  - Newsletters
  - Photos
  - Conference/workshop information
  - Membership information
  - Other

3. Are you interested in having a "blog", "chat", or "forum" page set up for interaction among members? Yes No

4. Are you interested in a secure "members only" page with access to member information and other exclusive information? Yes No

4A. If you answered with a "yes", what would you like included on the exclusive "members only" page?

5. What can be eliminated from this site?

6. What would you like to see added to this site?

7. If you are a webmaster for your school system, what software program do you use to work on your website, and would you recommend the software or not?

8. Do you have full access to the internet at work? If not, what kinds of domains or sites are blocked?

9. Other comments:

We recommended to the NEOPA Board of Directors that NEOPA continue to use UNL as its webhost. The board passed that motion at the April 12 meeting.

Susann Wenzl, Debbie Doolittle, Diane Wasser and myself met with UNL staff in early May to talk about the LifeRay content management system. Susann and Debbie will work together as we begin the transition to this system. The goal is to have a template ready to present to the NEOPA Board of Directors on June 9 at the transition meeting. It may take UNL about a month to get us all set up, and then we will begin to update the content of the website.

There was a slight fee for this meeting, but that is our only expense for this committee. The fee was \$46.82. This will be applied to the \$2,000. budget allowed by the NEOPA Board of Directors.

Committee members included:

Donna Boone, UNOPA  
Christine Cary, CEOE, UNOPA  
Debbie Doolittle, CEOE, LPSAOP  
Deb Rosenau, UNOPA  
Susann Wenzl, NDE Bridge  
and Diane Wasser, CEOE, UNOPA.

## Under development.....

Watch for more news about the NEOPA Professional Development Scholarship. An ad hoc committee has been formed and will continue working through 2012-2013 to provide NEOPA members with a sizable scholarship to apply towards attendance at a NAEOP conference.



**2011-2012 NEOPA Membership  
Member Contact Information**

LastName	FirstName	CEOE	LocalAssn	Email
Ahlberg	Joyce		LPSAOP	jahlberg@lps.org
Ahlberg	Susie	CEOE	LPSAOP	sahlber@lps.org
Aldridge	Margaret L (Peg)	CEOE	LPSAOP	paldrid@lps.org
Andelt	Jeanne L	CEOE	UNOPA	jandelt1@unl.edu
Arehart	Kathryn	CEOE	LPSAOP	karehart@lps.org
Artz	Joann		LPSAOP	jartz@lps.org
Ball	Carri		LPSAOP	cball@lps.org
Bartlett	Susan		LPSAOP	sbartle@lps.org
Bartz	Nancy		LPSAOP	nbartz@lps.org
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